



U.S. CONSULAR AGENCY PALMA

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Tel: 971 403 707

Notarial Services at the U.S. Consular Agency in Palma de Mallorca

Notarial services at the U.S. Consular Agency in Palma de Mallorca are available by appointment only. Please email pmagency@state.gov or call 971 403 707 and leave a message to request an appointment.

The Spanish authorities deem some documents valid only for a period of 90 days. Please take this into consideration when making the notary appointment.

For information on other consular offices that provide notarial services in Spain, please refer to the [U.S. Embassy in Madrid](#), [U.S. Consulate General in Barcelona](#) or [U.S. Consular Agencies in Spain](#).

On the day of your appointment: Please bring the set of documents that needs your signature unsigned, fully completed, assembled, and ready for notarization. Please also bring your passport or government issued photo ID. The fee for notarial services is the euro equivalent of \$50 per consular seal and signature payable in cash (euros only) or by credit/debit card. Please check the euro fee amount when requesting your appointment, as the USD/EUR exchange rate fluctuates. If fee is paid in cash, it must be in exact change.

Ensure that you understand the content of your documents, as the Consular staff will not be able to explain them to you. The Consular Agency cannot assemble your documents for you or provide legal advice on their preparation.

Please verify in advance if your document requires witness signatures. The Consular Agency will not provide witnesses. You are allowed to bring up to two additional people to your appointment to serve as witnesses. Please make sure witnesses bring their own proof of identity.

Examples of documents the Consular Agency can notarize:

- Sworn Statements, including an affidavit of civil status for marriage in Spain, written on a form provided by the Consular Agency (more information [here](#)). Please note that the Balearic Island government currently does not accept affidavits of civil status for civil union purposes.
- Certification of U.S. Savings Bonds
- Financial or Real Estate Transaction Documents such as Grant Deed, Warranty Deed, Bill of Sale, Closing Affidavit, Assignment of Lease, Power of Attorney, or Disbursement Instructions
- a Power of Attorney
- a True Copy of a U.S. passport
- a True Copy of Spanish passports for U.S. tax purposes (for more information www.irs.gov)
- a Statement of Consent: Issuance of a Passport to a Minor Under Age 16 (Form DS-3053)

The Consular Agency cannot notarize:

- Wills
- Apostilles or legalizations of U.S. Birth/Marriage/Divorce/Death Certificates
- Diplomas, Certified Copies of Diplomas, and Other U.S. Academic Credentials
- FBI criminal background checks
- Medallion/Signature Guarantees
- Translations

Hague Apostille: The Consular Agency does not have the authority to affix an Apostille to your American documents. Please do not schedule an appointment for this service. Only the Secretary of State of the state that issued the document is authorized to affix the Apostille ([more information here](#)).

Criminal Records: U.S. Embassies do not provide background check services. For an FBI criminal background check, please see the [FBI background check website](#). To authenticate the FBI documents and affix the Hague Apostille please see the [State Department website](#).

Fingerprinting Services: U.S. Consular Offices do not provide fingerprinting services. In order to obtain a FD-258 Fingerprint Card, please send an email to pmagency@state.gov. Include your local mailing address and we will send it to you by mail. U.S. citizens can have their fingerprints taken at the Spanish National Police Headquarters of any island in the Balearics. **Please take the completed FBI fingerprint sheet and valid ID.** No letter is required for this service. Please ask for the "Policía Científica" or CSI department and thank them for their courtesy to our citizens.